


Georgia Healthy Collections Initiative Survey

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
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a single institution, or there might be two or more collecting entities within a parent institution, each of which would fill out a separate survey (for example, a library and a museum within the same university. See the Instructions for additional guidance.

		Response Percent	Response Count
Institution Name:	<input type="text"/>	100.0%	83
Address:	<input type="text"/>	100.0%	83
Address 2:	<input type="text"/>	28.9%	24
City/Town:	<input type="text"/>	100.0%	83
State:	<input type="text"/>	100.0%	83
ZIP/Postal Code:	<input type="text"/>	100.0%	83
Institutional Email Address:	<input type="text"/>	100.0%	83
Phone Number:	<input type="text"/>	100.0%	83
		<i>answered question</i>	83
		<i>skipped question</i>	0

2. Name of parent institution, if applicable:		
		Response Count
		59
		<i>answered question</i>
		59
		<i>skipped question</i>
		24


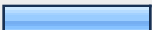
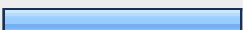



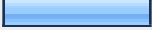
3. Does your institution have a Web site?			
		Response Percent	Response Count
Yes		90.2%	74
No		9.8%	8
		<i>answered question</i>	82
		<i>skipped question</i>	1

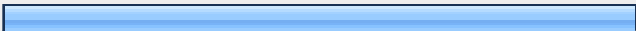

4. If yes, what is the Web site address?		
		Response Count
		77
		77
		6

5. For purposes of comparing you with your peers, which of the following most closely describes your primary function or service? (select one)			
		Response Percent	Response Count
Archives	<input checked="" type="checkbox"/>	14.8%	12
Public library special collection (e.g., genealogy, local history room)	<input checked="" type="checkbox"/>	14.8%	12
Academic library special collection	<input checked="" type="checkbox"/>	9.9%	8
Academic library	<input checked="" type="checkbox"/>	9.9%	8
Independent research library		0.0%	0
Special library		0.0%	0
Historical society	<input checked="" type="checkbox"/>	8.6%	7
Historic house/site	<input checked="" type="checkbox"/>	11.1%	9
History museum	<input checked="" type="checkbox"/>	12.3%	10
Art museum (including art gallery, art center, or arts organization)	<input checked="" type="checkbox"/>	3.7%	3
Children's/youth museum		0.0%	0
Natural history museum		0.0%	0
Science/technology museum		0.0%	0
General museum (collection represents 2 or more disciplines)	<input checked="" type="checkbox"/>	2.5%	2
Archaeological repository or research collection		0.0%	0
Agency or university department with scientific specimen/artifact collection		0.0%	0
Arboretum or botanical garden		0.0%	0
Aquarium		0.0%	0
Nature Center		0.0%	0
Planetarium		0.0%	0

Zoo	<input type="checkbox"/>	0.0%	0
Other (please specify)	<input type="checkbox"/>	12.3%	10
	answered question		81
	skipped question		2

6. Which additional functions or services do you provide? (select all that apply)			
		Response Percent	Response Count
Archives	<input type="checkbox"/>	52.6%	41
Library	<input type="checkbox"/>	59.0%	46
Historical society	<input type="checkbox"/>	12.8%	10
Historic house/site	<input type="checkbox"/>	15.4%	12
Museum (including art gallery, art center, or arts organization)	<input type="checkbox"/>	32.1%	25
Archaeological repository or research collection	<input type="checkbox"/>	5.1%	4
Agency or university department with scientific specimen/artifact collection	<input type="checkbox"/>	2.6%	2
Aquarium, Zoo, Arboretum, Botanical garden, Nature center, or Planetarium	<input type="checkbox"/>	2.6%	2
None	<input type="checkbox"/>	7.7%	6
Other (please specify)	<input type="checkbox"/>	15.4%	12
	answered question		78
	skipped question		5

7. Which of the following most closely describes your institution's governance? (select one)			
		Response Percent	Response Count
Private college, university, or other academic entity		8.8%	7
Public college, university, or other academic entity/Board of Regents		22.5%	18
Non-profit, non-governmental organization or foundation		36.3%	29
Corporate or for-profit organization		1.3%	1
Federal		1.3%	1
State		7.5%	6
Local (county or municipal)		22.5%	18
Tribal		0.0%	0
		answered question	80
		skipped question	3

8. Does your institution have internet access?			
		Response Percent	Response Count
Yes		97.5%	79
No		2.5%	2
		answered question	81
		skipped question	2


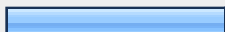

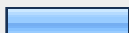
9. How many staff are currently employed in your institution? Include all staff, not just those for preservation. Do not express in full-time equivalents (FTEs).									
	<1	1-2	3-5	6-10	11-20	21-50	>50	Don't know	Response Count
Full-time paid staff	7.1% (5)	20.0% (14)	22.9% (16)	17.1% (12)	8.6% (6)	14.3% (10)	10.0% (7)	0.0% (0)	70
Part-time paid staff	4.6% (3)	33.8% (22)	23.1% (15)	10.8% (7)	20.0% (13)	6.2% (4)	1.5% (1)	0.0% (0)	65
Full-time unpaid staff	61.5% (8)	7.7% (1)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	0.0% (0)	30.8% (4)	13
Part-time unpaid staff	20.7% (6)	20.7% (6)	27.6% (8)	6.9% (2)	10.3% (3)	0.0% (0)	6.9% (2)	6.9% (2)	29
	answered question								80
	skipped question								3






10. How many visitors or users did your institution serve last year? Choose "N/A" if you had no visitors or users in a category; choose "Don't track" if you do not keep such records.										
	N/A	Don't track	1-50	51-100	101-500	501-1000	1001-3000	3001-5000	>5000	Response Count
On-site	0.0% (0)	6.3% (5)	7.5% (6)	0.0% (0)	10.0% (8)	12.5% (10)	7.5% (6)	2.5% (2)	53.8% (43)	
Off-site inquiries (e.g., reference questions via email, phone)	0.0% (0)	25.6% (20)	9.0% (7)	12.8% (10)	17.9% (14)	15.4% (12)	6.4% (5)	3.8% (3)	9.0% (7)	
Off-site programs (e.g., traveling exhibitions, bookmobiles, educational programs)	35.5% (27)	11.8% (9)	18.4% (14)	3.9% (3)	13.2% (10)	5.3% (4)	3.9% (3)	2.6% (2)	5.3% (4)	
	answered question									
	skipped question									




11. How much traffic did your institution's Web site receive last year? Choose "N/A" if your institution does not have Web site; choose "Don't track" if you do not maintain records of Web site traffic.									
	N/A	Don't track	1-1000	1001-10,000	10,001-100,000	100,001-500,000	500,001-1 million	>1 million	Response Count
Number of unique visitors to Web site	16.3% (13)	48.8% (39)	3.8% (3)	7.5% (6)	15.0% (12)	3.8% (3)	1.3% (1)	3.8% (3)	
Number of page hits on Web site	11.7% (9)	49.4% (38)	1.3% (1)	3.9% (3)	11.7% (9)	11.7% (9)	3.9% (3)	6.5% (5)	
	<i>answered question</i>								
	<i>skipped question</i>								





12. Does your institution hold collections of the following types?			
	Yes	No	Response Count
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	98.8% (80)	1.2% (1)	81
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	95.0% (76)	5.0% (4)	80
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	95.0% (76)	5.0% (4)	80
Analog Moving Image Collections (motion picture film, videotape)	79.7% (63)	20.3% (16)	79
Digital Moving Image Collections (laser disc, CD, DVD, minidisk)	77.2% (61)	22.8% (18)	79
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	71.8% (56)	28.2% (22)	78
Digital Recorded Sound Collections (DAT, CD, DVD, MP3)	66.2% (51)	33.8% (26)	77
Digital Data Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	74.7% (59)	25.3% (20)	79
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	84.8% (67)	15.2% (12)	79
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	81.0% (64)	19.0% (15)	79



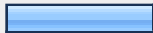

Archaeological Collections	33.8% (24)	66.2% (47)	71
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	17.1% (12)	82.9% (58)	70
Historic Structures	40.3% (29)	59.7% (43)	72
	answered question		81
	skipped question		2



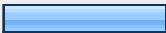

13. Have your collections been cataloged (e.g., is there a research tool or finding aid that provides intellectual control over each collection through entries that may contain descriptive detail, including physical description, provenance, history, accession information, etc.)? (select one)			
		Response Percent	Response Count
No catalog		2.5%	2
Some collections cataloged		33.3%	27
Most, but not all, collections cataloged		45.7%	37
Complete catalog		18.5%	15
	answered question		81
	skipped question		2

14. Is your collection's CATALOG available electronically for staff and/or public use (for example, through a database such as Access, File Maker Pro, Archon, Archivist's Toolkit, Past Perfect, Voyager, PINES)? (select one)			
		Response Percent	Response Count
Yes, all catalog records are available electronically		32.1%	26
Yes, most catalog records are available electronically		25.9%	21
Yes, some catalog records are available electronically		24.7%	20
No		14.8%	12
Not applicable		2.5%	2
answered question			81
skipped question			2




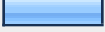


15. Do you provide online access to the CONTENT of any of your collection holdings (e.g., online exhibition, interactive resources, digital art, digitally scanned photographs, documents, books, and other artifacts)? (select one)			
		Response Percent	Response Count
Yes		41.3%	33
No, but will have access within the next year		5.0%	4
No		53.8%	43
Don't know		0.0%	0
answered question			80
skipped question			3




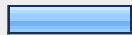
16. How does your institution's mission statement reflect preservation activities in your institution? (select the answer that best applies)			
		Response Percent	Response Count
No written mission statement		4.9%	4
The written mission statement does not include preservation, but there is a general awareness of preservation issues and/or a few basic preservation activities are undertaken		33.3%	27
The written mission statement includes preservation, and various preservation activities are undertaken regularly as part of collections care		51.9%	42
The written mission statement includes preservation, and a wide range of preservation activities are carried out systematically		9.9%	8
		<i>answered question</i>	81
		<i>skipped question</i>	2





17. What preservation assessment and planning activities have been undertaken by your institution? (select the answer that best applies)			
		Response Percent	Response Count
None		3.7%	3
General awareness of preservation needs, but no formal planning		65.4%	53
A formal preservation assessment of the entire institution has been conducted within the past five years (e.g., an assessment based on visual inspection of the collections and the areas where they are exhibited or held)		22.2%	18
A formal preservation planning survey of the entire institution has been conducted within the past five years, and actions have been taken to implement its recommendations		8.6%	7
		answered question	81
		skipped question	2





18. Which of the following most closely describes your staffing for preservation/conservation? (select the answer that best applies)			
		Response Percent	Response Count
No staff person has responsibility for preservation activities		13.6%	11
Preservation responsibilities are assigned to various staff as needed, and/or conservation/preservation services are occasionally obtained through external provider(s)		50.6%	41
Preservation responsibilities are assigned to specific staff members and conservation/preservation services are periodically obtained through external provider(s)		24.7%	20
Preservation or conservation responsibilities are assigned/stated in job descriptions for specific staff members, and conservation/preservation services are regularly obtained through external provider(s)		11.1%	9
	<i>answered question</i>		81
	<i>skipped question</i>		2

19. Indicate the internal staff who perform conservation/preservation activities (e.g., the total amount of staff time spent on conservation/preservation in full-time equivalents). Conservation/preservation activities may include some or all of the following: emergency planning, environmental monitoring/control, preservation planning, integrated pest management, light control, rehousing collections, reformatting paper collections, maintaining security, conservation treatment of collections, and preservation of AV or digital collections. Please select an estimate from the ranges provided. If the number of FTE falls between possible responses, round to the nearest whole number. Include all workers who perform conservation/preservation activities whether full-time, part-time, seasonal, work study, interns, etc.

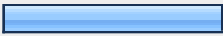
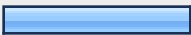
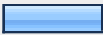

		Response Percent	Response Count
0 FTE		9.9%	8
Between 0 and 1 FTE		39.5%	32
1-2 FTE		27.2%	22
3-5 FTE		14.8%	12
6-10 FTE		4.9%	4
More than 10 FTE		3.7%	3
Don't know		0.0%	0
		answered question	81
		skipped question	2



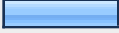
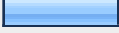
20. How does your institution use environmental controls to meet temperature and relative humidity (RH) specifications for the preservation of your collection? (select the answer that best applies for the area in which the majority of your collection is stored)			
		Response Percent	Response Count
No heating (or winter heating only), with no cooling or RH control		2.5%	2
Winter heating with some summer cooling and/or RH control (e.g., individual room air conditioners, stand alone dehumidifiers/humidifiers)		6.2%	5
Standard HVAC (heating, ventilating and air-conditioning) system, with occasional additional RH control as needed (e.g., stand-alone dehumidifiers/humidifiers)		72.8%	59
Specialized HVAC system designed to provide both dehumidification in summer and humidification in winter		18.5%	15
	answered question		81
	skipped question		2




21. Does your environmental control equipment operate at the same settings 24 hours a day, 7 days a week? (select the answer that best applies for the area in which the majority of your collection is stored)			
		Response Percent	Response Count
There is no environmental control, or there is winter heating only (which may be turned off at night)		6.2%	5
Temperature control settings are altered frequently for human comfort and/or energy savings, AND/OR heat/air conditioning is turned off at night; RH control equipment may be run as needed		19.8%	16
Standard HVAC equipment operates 24 hours, 7 days a week, but settings may be altered occasionally; RH control equipment is run as needed		53.1%	43
Specialized HVAC equipment operates 24 hours, 7 days a week, and settings remain constant		21.0%	17
		<i>answered question</i>	81
		<i>skipped question</i>	2

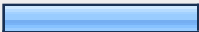
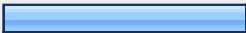
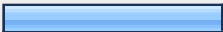
22. Does your institution monitor temperature and RH? (select the answer that best applies to the area in which the majority of your collection is stored)			
		Response Percent	Response Count
No		38.3%	31
Yes, we spot-check environmental conditions (temperature and/or RH) occasionally using a portable instrument (e.g., thermometer, hygrometer, combination thermometer/hygrometer, Min/max thermohygrometer)		35.8%	29
Yes, we record temperature and RH readings regularly using a portable spot-check instrument or a continuous recording instrument (e.g., hygrothermograph, datalogger)		7.4%	6
Yes, we record temperature and RH readings regularly using a portable spot-check instrument or a continuous recording instrument, AND we analyze these readings and modify conditions as needed		18.5%	15
		answered question	81
		skipped question	2



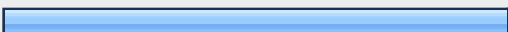

23. How does your institution control light exposure (visible and/or ultraviolet) in collection STORAGE areas? (select the answer that best applies) Light-saving controls minimize exposure of collections to visible light (shades, blinds, limiting exhibition time, timed lights, covers for exhibit cases, etc.). UV-filtering products protect collections from damage from ultraviolet light (sleeves for fluorescent bulbs, low-UV fluorescent bulbs, UV-filtering film or glass for windows, etc.).

		Response Percent	Response Count
No control of light exposure		33.3%	27
Use of light-saving controls and/or UV-filtering products in some storage areas		28.4%	23
Use of light-saving controls and/or UV-filtering products in most storage areas		14.8%	12
Use of light-saving controls and/or UV-filtering products in all storage areas		23.5%	19
		answered question	81
		skipped question	2







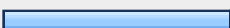

24. How does your institution control light exposure (visible and/or ultraviolet) in exhibition/use areas? (select the answer that best applies for the areas in which the majority of your collection is exhibited or used) Light-saving controls minimize exposure of collections to visible light (shades, blinds, limiting exhibition time, timed lights, covers for exhibit cases, etc.). UV-filtering products protect collections from damage from ultraviolet light (sleeves for fluorescent bulbs, low-UV fluorescent bulbs, UV-filtering film or glass for windows, etc.)				
			Response Percent	Response Count
No control of light exposure			38.3%	31
Use of light-saving controls and/or UV-filtering products in some exhibit/use areas			27.2%	22
Use of light-saving controls and/or UV-filtering products in most exhibit/use areas			17.3%	14
Use of light-saving controls and/or UV-filtering products in all exhibit/use areas			17.3%	14
			answered question	81
			skipped question	2




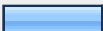
25. Does the temperature fluctuate more than ± 10 degrees F within a month in your collection STORAGE areas?				
			Response Percent	Response Count
Yes			17.3%	14
No			67.9%	55
Don't know			14.8%	12
			answered question	81
			skipped question	2

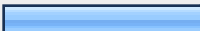
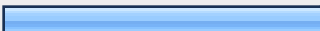
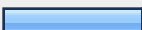
26. Does the humidity fluctuate more than $\pm 10\%$ within a month in your collection STORAGE areas?			
		Response Percent	Response Count
Yes		29.6%	24
No		37.0%	30
Don't know		33.3%	27
		answered question	81
		skipped question	2


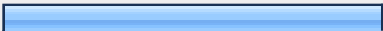



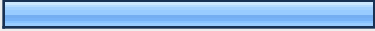

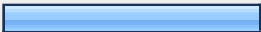



27. How does your institution control pollutants in collection STORAGE areas? (Select one; if conditions vary, answer for the area in which the majority of your collection is stored)			
		Response Percent	Response Count
No pollutant control		13.6%	11
No central HVAC system, but individual units with filters (e.g., furnace, window a/c units)		1.2%	1
Central HVAC system with standard filters		77.8%	63
Central HVAC system with specialized filtration (e.g., multi-stage particulate filtration and/or gaseous filtration)		7.4%	6
		answered question	81
		skipped question	2

28. What does your institution's pest management program include? (Select all that apply, but if conditions vary within your institution, answer for the area in which the majority of your collection is stored)

		Response Percent	Response Count
No pest management activities; limited housekeeping and maintenance		11.1%	9
Routine maintenance and housekeeping		75.3%	61
Preventive pest management techniques (e.g., elimination of water and food sources, sealing windows and doors)		44.4%	36
Routine pest monitoring using traps		28.4%	23
Examination of incoming collections for pests		49.4%	40
Preventive use of pesticides (e.g., periodic treatment whether or not there are signs of infestation)		45.7%	37
Use of pesticides to treat specific infestations		34.6%	28
Use of non-chemical methods to treat infestations (e.g., freezing)		19.8%	16
	<i>answered question</i>		81
	<i>skipped question</i>		2



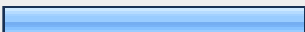

29. Does your institution have a written emergency/disaster plan that includes the collection? (select one)			
		Response Percent	Response Count
Yes, it is updated every 12 months (or more frequently)		26.3%	21
Yes, but it has not been updated (or reviewed or revised) in the past 12 months		41.3%	33
No, but one is being developed		17.5%	14
No		15.0%	12
answered question			80
skipped question			3


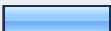
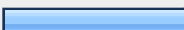
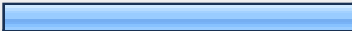
30. If you have a written emergency/disaster plan, is your staff familiar with it and trained to carry it out? (select one)			
		Response Percent	Response Count
Have no written emergency plan		30.0%	24
Staff members have been given a copy of the plan, but no training sessions or exercises have been held		48.8%	39
Staff members have been trained to use the plan, and training sessions or exercises are held once per year or less frequently		21.3%	17
Staff members have been trained to use the plan, and training sessions or exercises are held more than once a year		0.0%	0
answered question			80
skipped question			3





31. What components are included in your written emergency/disaster plan? (select all that apply)			
		Response Percent	Response Count
Building evacuation plan		65.8%	52
Staff phone tree		58.2%	46
Emergency contact information (e.g., fire department, security company, facilities manager)		69.6%	55
Suppliers/services information (e.g., freezer storage, vacuum freeze drying)		51.9%	41
Collection salvage priorities		35.4%	28
Instructions for first response to common emergencies (e.g., fire, water)		57.0%	45
Instructions for collection salvage		41.8%	33
Insurance information		39.2%	31
Risk mitigation activities (assessing risks and taking action to reduce them, such as roof repair/replacement, installation of fire detection/suppression equipment, etc.)		30.4%	24
None of the above		1.3%	1
Do not have an emergency/disaster plan		24.1%	19
	answered question		79
	skipped question		4


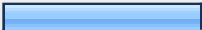
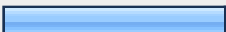

32. Does your institution keep a kit of supplies for emergency salvage of collections onsite? (select the answer that best applies)			
		Response Percent	Response Count
No	<div><div></div></div>	42.5%	34
Yes, the kit provides basic supplies for responding to minor damage to collections (e.g., mops, buckets, sponges, gloves, plastic sheeting)	<div><div></div></div>	43.8%	35
Yes, the kit provides supplies for responding to significant damage to collections (e.g., includes some boxes for packing out collections, freezer paper, absorbent paper, flashlights, scissors, tape, wet-vacuum, portable fans, etc.)	<div><div></div></div>	13.8%	11
Yes, the kit provides supplies for responding to major damage to collections (e.g., supplies as noted above, but larger amounts)		0.0%	0
		answered question	80
		skipped question	3

33. Are copies of records essential to resuming institutional services (e.g., inventory or catalog of collections, insurance policies, financial and administrative records) stored offsite, at a location that is more than 25 miles away? (select one)			
		Response Percent	Response Count
Yes	<div><div></div></div>	6.3%	5
Some, but not all	<div><div></div></div>	28.8%	23
No	<div><div></div></div>	60.0%	48
Do not have copies	<div><div></div></div>	5.0%	4
		answered question	80
		skipped question	3

34. Are emergency backups of all unique electronic data (e.g., digital collections, cataloging data, administrative data) maintained regularly and stored off-site, at a location that is more than 25 miles away? (select one)			
		Response Percent	Response Count
Yes		17.5%	14
Some, but not all		30.0%	24
No		46.3%	37
Do not hold unique electronic data		6.3%	5
		answered question	80
		skipped question	3

35. What type of fire protection equipment is in use in your institution?			
		Response Percent	Response Count
None		2.5%	2
Manual fire alarms and fire extinguishers		16.3%	13
Manual fire alarms, fire extinguishers, and automated fire detection system; no fire suppression system		27.5%	22
Manual fire alarms, fire extinguishers, automated fire detection system, and automated fire suppression system (e.g., sprinklers) monitored 24 hours a day by an off-site service provider		53.8%	43
		answered question	80
		skipped question	3

36. What security methods does your institution employ to help prevent theft or vandalism of the collection? (select the answer that best applies)			
		Response Percent	Response Count
None		22.5%	18
Alarms on doors and/or windows, but no off-site 24 hour monitoring		10.0%	8
Security system that is monitored 24 hours a day by an off-site service provider		36.3%	29
Security system that is monitored 24 hours a day by an off-site service provider, plus on-site guards or security staff/patrols		31.3%	25
		answered question	80
		skipped question	3

37. How much future collection growth can your institution's current storage space accommodate safely and properly?			
		Response Percent	Response Count
None		22.5%	18
1-2 years		30.0%	24
3-5 years		33.8%	27
6-10 years		13.8%	11
		answered question	80
		skipped question	3

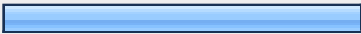
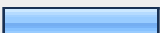


38. Does your institution have sufficient appropriate storage furniture (e.g., shelving, drawers, map cases, cabinets) for its collections? (select one)			
		Response Percent	Response Count
No, for none of the collections	<div><div></div></div>	6.3%	5
Yes, for some collections	<div><div></div></div>	43.8%	35
Yes, for most collections	<div><div></div></div>	42.5%	34
Yes for all collections	<div><div></div></div>	7.5%	6
answered question			80
skipped question			3

39. Do your institution's exhibit mounts/supports and exhibit cases meet preservation recommendations (e.g., are they constructed from materials that will not damage collections and that properly support the items being exhibited?) (select one)			
		Response Percent	Response Count
No	<div><div></div></div>	21.3%	17
Yes, for some exhibited collections	<div><div></div></div>	25.0%	20
Yes, for most exhibited collections	<div><div></div></div>	27.5%	22
Yes, for all exhibited collections	<div><div></div></div>	15.0%	12
Not applicable	<div><div></div></div>	11.3%	9
answered question			80
skipped question			3

40. What collections in your institution are in need of rehousing using preservation quality (e.g., chemically stable and physically durable) materials? Depending on the type of collection, rehousing might include placing collections in enclosures, folders, boxes, trays, or drawers; storing collections on specialized shelves, racks, and/or cabinets; and cushioning, supporting, or mounting collections for storage.

	All	Most	Some	None	Not applicable	Response Count
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	6.4% (5)	9.0% (7)	66.7% (52)	15.4% (12)	2.6% (2)	78
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	6.4% (5)	19.2% (15)	57.7% (45)	11.5% (9)	5.1% (4)	78
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	11.4% (9)	16.5% (13)	50.6% (40)	13.9% (11)	7.6% (6)	79
Analog Moving Image Collections (motion picture film, videotape)	15.4% (12)	16.7% (13)	16.7% (13)	28.2% (22)	23.1% (18)	78
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	9.0% (7)	14.1% (11)	25.6% (20)	23.1% (18)	28.2% (22)	78
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	6.4% (5)	9.0% (7)	51.3% (40)	16.7% (13)	16.7% (13)	78
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	7.6% (6)	10.1% (8)	41.8% (33)	17.7% (14)	22.8% (18)	79
Archaeological Collections	5.3% (4)	3.9% (3)	15.8% (12)	7.9% (6)	67.1% (51)	76
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	2.6% (2)	0.0% (0)	7.9% (6)	5.3% (4)	84.2% (64)	76


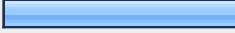

	<i>answered question</i>	79
	<i>skipped question</i>	4

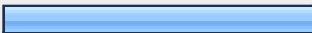



41. Does your institution instruct patrons about proper handling and use of collections, where appropriate? (select one)			
		Response Percent	Response Count
Yes, verbal instructions are provided		55.0%	44
Yes, written instructions are provided		23.8%	19
No		7.5%	6
Not applicable		13.8%	11
	<i>answered question</i>		80
	<i>skipped question</i>		3




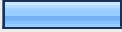

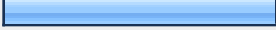
42. Does your institution have a routine program for cleaning collections? (select one in each row)				
	Yes	No	Not applicable	Response Count
Stack cleaning	36.7% (29)	60.8% (48)	2.5% (2)	79
Cleaning of exhibits	40.0% (32)	48.8% (39)	11.3% (9)	80
Cleaning of collections	20.5% (16)	71.8% (56)	7.7% (6)	78
	<i>answered question</i>			80
	<i>skipped question</i>			3

43. Indicate conservation treatment activities undertaken by your institution. (Select all that apply)					
	Done by institution staff (including parent institution)	Done by external provider	Not done	Not applicable	Response Count
Preventative conservation (e.g., basic repair or stabilization using preservation quality supplies)	70.0% (56)	18.8% (15)	15.0% (12)	2.5% (2)	80
Specimen preparation	10.0% (8)	5.0% (4)	25.0% (20)	60.0% (48)	80
Treatment by a professional conservator (e.g., treatment beyond basic stabilization or basic repair)	8.8% (7)	42.5% (34)	40.0% (32)	11.3% (9)	80
	answered question				80
	skipped question				3

44. Does your institution reformat collections for preservation? (Select all that apply)					
	Done by institution staff (including parent institution)	Done by external provider	Not done	Not applicable	Response Count
Preservation photocopying	62.8% (49)	1.3% (1)	28.2% (22)	7.7% (6)	78
Preservation microfilming	5.2% (4)	26.0% (20)	57.1% (44)	11.7% (9)	77
Digital scanning	62.8% (49)	5.1% (4)	25.6% (20)	6.4% (5)	78
Copying AV materials or migrating them to new formats	28.9% (22)	13.2% (10)	44.7% (34)	13.2% (10)	76
	answered question				79
	skipped question				4









45. Do your collections include digital content (computer based representation of text, numbers, images, and/or sound, e.g., optical discs, Web sites, electronic books)? (select one)			
		Response Percent	Response Count
Yes		60.8%	48
No		35.4%	28
Don't know		3.8%	3
		answered question	79
		skipped question	4

46. If your collections include digital content, does your institution have a responsibility to preserve this content over the long term? (select one)			
		Response Percent	Response Count
Yes		47.5%	38
No		13.8%	11
Don't know		10.0%	8
Not applicable; collections do not include digital content		28.8%	23
		answered question	80
		skipped question	3

47. If your collections include digital content that your institution has a responsibility to preserve over the long term, have arrangements been made to maintain access to this content over time? (select one)			
		Response Percent	Response Count
Yes, through in-house storage		29.1%	23
Yes, through off-site storage with a commercial provider		7.6%	6
Yes, through off-site storage with a provider that meets criteria for a trusted digital repository		3.8%	3
No, arrangements have not been made to maintain access over time		17.7%	14
Don't know if arrangements have been made		2.5%	2
Not applicable; no responsibility for preservation of digital content		41.8%	33
		answered question	79
		skipped question	4

48. Overall, what collections do you believe are at risk in your institution? (Select one choice in each row; if your institution does not hold a type of collection, select Not Applicable)					
	Low Risk	Medium Risk	High Risk	Not Applicable	Response Count
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	48.7% (38)	34.6% (27)	15.4% (12)	1.3% (1)	78
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	45.6% (36)	30.4% (24)	19.0% (15)	5.1% (4)	79
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	34.2% (27)	39.2% (31)	19.0% (15)	7.6% (6)	79
Analog Moving Image Collections (motion picture film, videotape)	17.9% (14)	26.9% (21)	29.5% (23)	25.6% (20)	78
Digital Moving Image Collections (laser disc, CD, DVD, minidisk)	31.2% (24)	18.2% (14)	14.3% (11)	36.4% (28)	77
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	13.0% (10)	24.7% (19)	28.6% (22)	33.8% (26)	77
Digital Recorded Sound Collections (DAT, CD, DVD, MP3)	29.5% (23)	17.9% (14)	14.1% (11)	38.5% (30)	78
Digital Data Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	23.7% (18)	27.6% (21)	19.7% (15)	28.9% (22)	76
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	30.0% (24)	38.8% (31)	12.5% (10)	18.8% (15)	80
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific	33.8% (27)	30.0% (24)	12.5% (10)	23.8% (19)	80

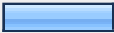





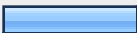


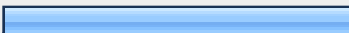

artifacts, transportation vehicles)					
Archaeological Collections	10.4% (8)	11.7% (9)	5.2% (4)	72.7% (56)	77
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	5.1% (4)	5.1% (4)	1.3% (1)	88.5% (69)	78
Historic Structures	13.9% (11)	13.9% (11)	6.3% (5)	65.8% (52)	79
	answered question				80
	skipped question				3

49. What was your institution's total annual operating budget [of the entity indicated in section 1, question 1] for the most recently completed fiscal year? (select one)					
				Response Percent	Response Count
Less than \$10,000				8.8%	7
\$10,000 to 50,000				12.5%	10
\$50,000 to 100,000				6.3%	5
\$100,000 to 500,000				28.8%	23
\$500,000 to 1,000,000				7.5%	6
\$1,000,000 to 5,000,000				25.0%	20
\$5,000,000 to 10,000,000				2.5%	2
\$10,000,000 or more				8.8%	7
	answered question				80
	skipped question				3

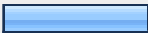
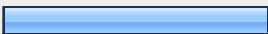
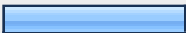



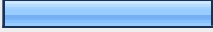

50. Do you have funds specifically allocated for conservation/preservation activities in your annual budget? (select one)			
		Response Percent	Response Count
No	<div><div></div></div>	27.5%	22
No specific line-item in budget, but other budgeted funds are available for basic supplies	<div><div></div></div>	25.0%	20
No specific line-item in budget, but other budgeted funds are available for supplies and/or services, and there is occasional supplemental funding from grants	<div><div></div></div>	28.8%	23
Yes, there is a line-item for conservation/preservation activities in the budget, and funds are supplemented periodically by funding from grants	<div><div></div></div>	18.8%	15
answered question			80
skipped question			3

51. For the most recently completed fiscal year, what was your institution's annual budget for conservation/preservation? (Include any funds used for preservation activities, such as staffing, supplies, equipment, surveys, treatment, reformatting, etc. Include grants and any other temporary funding. Provide an estimate if necessary.)			
		Response Percent	Response Count
Annual budget for conservation/preservation in the most recently completed fiscal year	<div><div></div></div>	100.0%	73
Indicate most recently completed fiscal year (e.g., FY2007, FY2008)	<div><div></div></div>	90.4%	66
answered question			73
skipped question			10

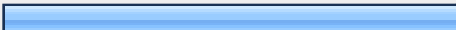
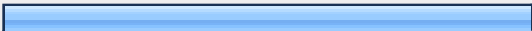
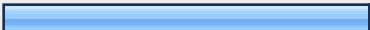
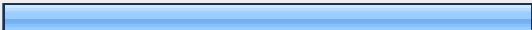
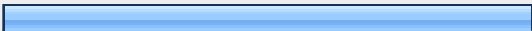
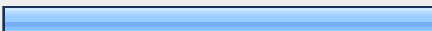

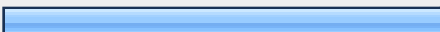

52. If you have applied for a grant within the last three years, from which of the following external sources have you received funding that you have used to support conservation or preservation activities? (select all that apply)


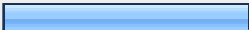
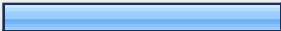

		Response Percent	Response Count
Federal - Institute of Museum and Library Services (IMLS)		16.5%	13
Federal - National Historic Publications and Records Commission (NHPRC)		5.1%	4
Federal - National Endowment for the Humanities (NEH)		5.1%	4
Federal - other		3.8%	3
State		12.7%	10
Corporation or company		7.6%	6
Foundation		20.3%	16
Individual or private philanthropist		10.1%	8
Friends group		8.9%	7
Not applicable; the institution did not apply for a grant within the last three years		53.2%	42
Other (please specify)		6.3%	5
		<i>answered question</i>	79
		<i>skipped question</i>	4

53. If your institution did not make a grant application for conservation/preservation funding from any public or private source in the last 3 years, which of the following factors influenced the decision not to apply? (select all that apply)



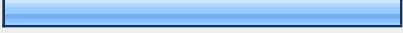

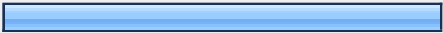
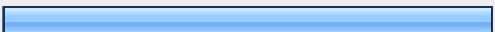
		Response Percent	Response Count
Not aware of appropriate funding sources		21.7%	15
Lack of staff time or expertise to complete application or administer project		40.6%	28
Additional project planning or preparation necessary before requesting grant funds		27.5%	19
Conservation/preservation not an institutional priority		4.3%	3
Currently have sufficient sources of funding		2.9%	2
Have applied for grant(s) from external sources in the past but have been unsuccessful		7.2%	5
Not applicable; the institution has applied for grant funding in the last three years		31.9%	22
Other (please specify)		11.6%	8
		<i>answered question</i>	69
		<i>skipped question</i>	14

54. Do you promote awareness of conservation/preservation activities using the following?				
	Yes	No	Not applicable	Response Count
Educating donors and/or trustees about preservation activities (e.g., in tours, demonstrations)	55.0% (44)	35.0% (28)	10.0% (8)	80
Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	47.5% (38)	43.8% (35)	8.8% (7)	80
Highlighting preservation activities in exhibitions or other programs for the public	40.5% (32)	49.4% (39)	10.1% (8)	79
Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	73.4% (58)	19.0% (15)	7.6% (6)	79
Using conservation/preservation as part of a strategy for earned income (e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis)	3.8% (3)	66.7% (52)	29.5% (23)	78
Featuring preservation work on Web site	19.2% (15)	65.4% (51)	15.4% (12)	78
	answered question			80
	skipped question			3

55. What resources do you currently use to learn more about preservation/conservation? (select all that apply)			
		Response Percent	Response Count
Other collecting institutions		70.0%	56
Preservation web sites		81.3%	65
Other online resources (e.g., blogs, listservs, wikis, discussion lists)		56.3%	45
Books		81.3%	65
Articles		81.3%	65
Professional conferences		66.3%	53
Preservation workshops		65.0%	52
State or regional preservation offices/organizations		67.5%	54
Other (please specify)		5.0%	4
		answered question	80
		skipped question	3

56. In a typical year, does your budget include funding for staff attendance at training sessions/workshops/conferences on specific preservation/conservation topics? (select one)			
		Response Percent	Response Count
Never		18.8%	15
Yes, occasionally		37.5%	30
Yes, but limited based on yearly budget		42.5%	34
Yes, funding is readily available		1.3%	1
		answered question	80
		skipped question	3

57. What types of training have staff members at your institution attended in the past? (select all that apply)			
	Face-to-face training	Online training	Response Count
Full day	98.2% (56)	17.5% (10)	57
Partial day (more than 2 hours)	89.6% (43)	29.2% (14)	48
1-2 hours	59.1% (26)	63.6% (28)	44
No training	81.3% (13)	93.8% (15)	16
	answered question		79
	skipped question		4

58. What types of training would your institution be interested in pursuing in future? (select all that apply)			
		Response Percent	Response Count
Conferences/professional meetings		76.3%	61
Self-directed online courses		62.5%	50
Live facilitated online courses		61.3%	49
Face-to-face full day workshops		78.8%	63
Face-to-face partial day workshops (9am-12pm)		67.5%	54
Face-to-face partial day workshops (10am-3pm)		75.0%	60
Other (please specify)			2
	answered question		80
	skipped question		3

59. Information about the lead person completing or coordinating survey (will remain confidential)			
		Response Percent	Response Count
Name	<div><div></div></div>	100.0%	79
Title	<div><div></div></div>	100.0%	79
Phone number	<div><div></div></div>	100.0%	79
Fax number	<div><div></div></div>	88.6%	70
Email address	<div><div></div></div>	100.0%	79
Brief description of preservation responsibilities	<div><div></div></div>	94.9%	75
		answered question	79
		skipped question	4

60. Did more than one person complete this survey?			
		Response Percent	Response Count
Yes	<div><div></div></div>	22.8%	18
No	<div><div></div></div>	77.2%	61
		answered question	79
		skipped question	4

61. May we have permission to include the name of your institution in a published list of survey participants? Your survey responses will not be linked to your name; results will be reported only in aggregate.			
		Response Percent	Response Count
Yes	<div><div></div></div>	97.5%	77
No	<div><div></div></div>	2.5%	2
		answered question	79
		skipped question	4

62. From the choices provided, what do you feel are your institution's three highest preservation/conservation needs

Preservation/Conservation Need

	AV collections, preservation of	Conservation treatment	Digital collections, preservation of	Emergency plan
First priority	10.1% (8)	6.3% (5)	1.3% (1)	11.4% (9)
Second priority	1.3% (1)	7.6% (6)	6.3% (5)	7.6% (6)
Third priority	2.5% (2)	2.5% (2)	2.5% (2)	12.7% (10)